

**GRADE SCHOOL DEPARTMENT
APPLICATION FORM**

1x1 I.D.
colored
picture

*Please fill up this form completely using **blockletters**
For questions not applicable, write "NA"*

STUDENT DATA

Grade Applied For _____ Age (by June) _____ years _____ months

Last Name _____ First _____ Middle _____

Nickname _____ Date of Birth _____ Place of Birth _____

Home Address _____ Zip Code _____

Name of Father _____ Nickname _____ Occupation _____

Name of Company _____ Position/Division _____

Home Phone No. _____ Work Phone No. _____ Cellphone No. _____

Name of Mother _____ Nickname _____ Occupation _____

Name of Company _____ Position/Division _____

Home Phone No. _____ Work Phone No. _____ Cellphone No. _____

No. of Children _____ Ordinal Position of Child Applying _____ Religious Affiliation _____

EDUCATIONAL BACKGROUND

Please list previous school(s) attended since Pre-School.

LEVEL	NAME OF SCHOOL	YEAR/S ATTENDED

Present Class Standing _____ GPA _____

Honor(s)/Award(s) received (if any) _____

ADDITIONAL INFORMATION

Does child have any special needs? If yes, kindly state nature _____

Has child undergone any school disciplinary action? If yes, kindly state nature _____

Who referred you to THE LEARNING TREE? _____

Reason(s) for applying at TLT Grade School _____

FOR SCHOOL USE ONLY

Documents submitted:

<input type="checkbox"/> Photocopy of birth certificate (show original) <input type="checkbox"/> ID pictures (2 extra copies) <input type="checkbox"/> Photocopy of latest Progress Report or Report Card (show original) <input type="checkbox"/> Doctor's certification of fitness to attend school	<input type="checkbox"/> Doctor's report and recommendation (for children with special needs) <input type="checkbox"/> TLT Recommendation Form <input type="checkbox"/> Self-addressed envelope with stamp/s/e-mail address.
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Please send my child's Evaluative Exam results through : (Please check)

POSTAL MAIL
(Attached is a self-addressed envelope with stamps)

ELECTRONIC MAIL
(My E-mail address is _____)



GRADE SCHOOL DEPARTMENT
134 V. Luna Ext., Sikatuna Village, Quezon City
Tel. 921-11-83/921-21-84

APPLICATION PROCEDURES FOR NEW STUDENTS

I. APPLICATION REQUIREMENTS

Please secure the Application Form from the Grade School Office (or download from www.tlctgc.com). Accomplish the form and attach two (2) 1" x 1" I.D. pictures. **DEADLINE FOR SUBMISSION OF REQUIREMENTS: Wednesday, January 27, 2010**

Together with the duly completed Application Form, submit the following:

- ____ a) Photocopy of birth certificate (Present original copy)
- ____ b) Photocopy of latest Progress or Report Card (Present original)
- ____ c) Doctor's certification of fitness to attend school.
- ____ d) Doctor's report and recommendation (for children with special needs)
- ____ e) Recommendation from present school (Please secure form from the school office)
- ____ f) Self-addressed envelope with stamp.

KINDLY TAKE NOTE OF THE FOLLOWING

- ◆ Grade Point Average (GPA) of at least 85% or its equivalent (**with no failing grade in any of the major subjects from previous school**) is required.
- ◆ When the **Special Child per class** limit has been reached, we shall not be able to accept the applicant even if the child passes the Evaluative Exam.

II. PAYMENT OF APPLICATION FEE

Upon submission of requirements, please pay an Application Fee of PhP 1,000.00 to Teacher Ana Salazar at the School Office. **(NOTE: Application Fee is non-refundable and non-transferable)**

PLEASE MAKE CHECK PAYMENTS PAYABLE TO CASH.

III. EVALUATIVE EXAM SCHEDULE

Evaluative exams will be administered on January 30, 2010 (Saturday).

Incoming Grades I & II	9:00 a.m. – 12:00 noon
Grade III	9:00 a.m. – 1:00 p.m.
Incoming Grade IV & V	9:00 a.m. – 2:00 p.m.

The School reserves the right to forfeit the application should the child fail to appear for the Evaluative Exam schedule.

Please take note:

- a.) Kindly have the child come at least (15) minutes before the examination time. Room assignments will be posted.
- b.) Have child bring 2 sharpened Mongol pencils.
- c.) Snacks and lunch will be available for sale at the school canteen.

IV. RELEASE OF EVALUATIVE EXAM RESULTS/INTERVIEW SCHEDULE

Parents will be notified about the status of their child's application starting Monday, February 22, 2010 via postal or electronic mail . Telephone inquiries regarding such shall not be entertained.